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## ABSTRACT

This guide is intended to assist in linking service providers to existing resources and models and to build awareness of the body of innovative work that has been developed to respond to needs of homeless adult learners. It describes materials for instruction, outreach, and program management that were primarily developed in projects funded under the McKinney Adult Education for the Homeless Program. Introductory material includes information on the two referenced clearinghouses Division of Adult Education and Literacy (DAEL) and Educational Resources Information Center (ERIC) and addresses and telephone numbers of state coordinators of Adult Education for the Homeless projects. The materials are organized into three sections. The section on curriculum designates systematic strategies for delivery of instruction or modules/materials focused on these specific topics: basic skills, job or job search skills, life management or affective skills, parenting skills, and other skills. The section on information includes descriptive/educational materials about adults experiencing homelessness and the programs that serve them. It also includes examples of specific projects' solutions to a learner need, in a cartoon-form outreach/fact sheet targeting low-level readers. The section on tools designates tools useful for instruction and program management in the following areas: learner assessment, program evaluation, data collection, and learner tracking. Each entry follows this format: instructional/content area, type of product, product description, developer, availability, and contact person. (YLB)

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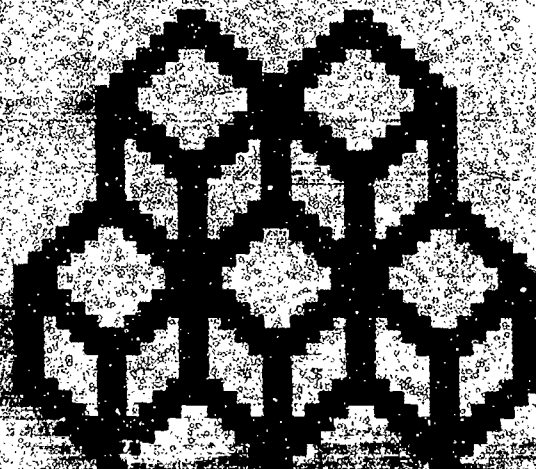
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ED 374 253

# A Resource Guide

## Materials for Serving Homeless Adult Learners



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Office of Educational Research and Improvement  
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U.S. Department of Education  
Division of Adult Education and Literacy  
June 1994

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### About this Guide...

This guide is not an exhaustive listing of materials developed or appropriate for use with homeless adult learners. It is intended to assist in linking service providers to existing resources and models, and to build awareness of the body of innovative work that has been developed to respond to the needs of this diverse population. The holistic approach, which is well established in programs effectively serving homeless and disadvantaged adults, may inform practices for serving all learners. We feel that the light of creativity and respect in which learners and learning are viewed is applicable to a broader range of clients than adults currently experiencing homelessness.

Currently the guide describes materials for instruction, outreach and program management. They were primarily developed in projects funded under the McKinney Adult Education for the Homeless Program. It is anticipated that the guide will be updated and expanded over time.

The resource guide is a testimony to the dedication and innovation that characterize staff and participants of adult education for the homeless programs.

For more information about this guide, contact Jim Parker or Melissa Morrill, Division of Adult Education and Literacy, at 202-205-9872, or Laura Karl-Messenger, Division of National Programs, at 202-205-8859.



## Information on Referenced Clearinghouses

### o THE DAEL CLEARINGHOUSE

Additional materials on the McKinney Adult Education for the Homeless Program, other programs serving homeless learners, and materials relating to other program areas are available from the DAEL Clearinghouse. Among the areas represented are: Adults with Disabilities/Special Learning Needs, Assessment and Testing, ESL, Evaluation, Family Literacy, the JOBS Program, Special Demonstration Projects in a variety of areas, Staff Development, Technology, and Volunteers. \*

Over 400 documents are available for dissemination. A Bibliography of Resource Materials lists all documents available from the Clearinghouse. For additional information, please contact:

Division of Adult Education and Literacy Clearinghouse  
400 Maryland Avenue, SW Washington, DC 20202-7240  
FAX: (202) 205-8973

**All DAEL Clearinghouse materials and services are free of charge.**

### o THE ERIC CLEARINGHOUSE

Several publications, which may either directly pertain to homelessness or may be of use with individuals from targeted populations who are experiencing homelessness, have been included in this guide at the recommendation of State AEH Coordinators. These publications were produced by local projects under Section 353 of the Adult Education Act-- Special Demonstration Projects and Teacher Training, and are available through the ERIC (Educational Resources Information Center) Clearinghouse.

The ERIC System, managed by the U.S. Department of Education, Office of Educational Research and Improvement, consists of 16 Clearinghouses, 4 Adjunct Clearinghouses, and 4 support components. Over 735,000 bibliographic records of documents and journal articles are indexed and abstracted in the ERIC database.

To reach the ERIC reference and referral service, call 1-800-USE-ERIC (1-800-873-3742). The full text of most documents carried by ERIC is available in microfiche or paper copy from the ERIC Document Reproduction Service (EDRS). For price and ordering information, contact 1-800-443-ERIC (1-800-443-3742).

**Costs for documents disseminated by ERIC vary.**

**\* The DAEL Clearinghouse resources also include directories and general information on ERIC and other clearinghouses, including a general reference guide "Mastering the Clearinghouse Maze."\***

**STATE COORDINATORS OF ADULT EDUCATION FOR THE HOMELESS PROJECTS\*\***

**\*\*List includes only States with McKinney AEH projects funded at date of publication of Resource Guide\*\***

**Alabama**

Wondal Shellhorse  
Alabama State Department  
of Education  
Gordon Persons Building  
50 North Ripley Street  
Montgomery, AL 36130-3901  
(205) 242-8181  
(205) 242-2236 FAX

**Arkansas**

Camille Lide  
Adult Education Section  
#3 Capitol Mall  
Little Rock, AR 72201-1083  
(501) 682-1979  
(501) 682-1982 FAX

**Arizona**

Maureen Ambrose  
Arizona Department of Education  
Adult Ed. Division, Bin 26  
1535 West Jefferson Avenue  
Phoenix, AZ 85007  
(602) 542-5280  
(602) 542-1849 FAX

**California**

Lynn Drew Bartlett  
California Dept. of Education  
Adult Education Policy Unit  
P.O. Box 944272  
Sacramento, CA 94244-2720  
(916) 327-8648  
(916) 327-4239 FAX

**Colorado**

Mary Willoughby  
Colorado Dept. of Education  
Adult Education Office  
201 E. Colfax Avenue, Room 100  
Denver, CO 80203  
(303) 866-6743  
(303) 830-0793 FAX

**Connecticut**

Barbara Schiller  
Connecticut Dept. of Education  
Adult Education & Training  
25 Industrial Park Road  
Middletown, CT 06457-1543  
(203) 638-4168  
(203) 638-4156 FAX

**Florida**

Rick Lockenbach  
Florida Dept. of Education  
Vocational, Adult & Community  
Education -- 325 W. Gaines St.  
FL Education Center, Suite 1244  
Tallahassee, FL 32302  
(904) 487-4093  
(904) 487-6259 FAX

**Indiana**

Donna Walls Marks  
Indiana Dept. of Education  
Division of Adult Education  
State House, Room 229  
Indianapolis, IN 46204-2798  
(317) 232-0522  
(317) 232-9121 FAX

**Kansas**

Norma Cregan  
State Board of Education  
120 SE 10th Avenue  
Topeka, KS 66612  
(913) 296-4906  
(913) 296-7933 FAX

**Kentucky**

David Vislisl  
Kentucky Dept. for Adult  
and Technical Education  
3rd Floor, Capital Plaza Tower  
500 Mero Street  
Frankfort, KY 40601  
(502) 564-3921  
(502) 564-5316 FAX

### Maine

Bob Crotzer  
Maine Dept. of Education  
State House Station #23  
Augusta, ME 04333  
(207) 287-5854  
(207) 287-5894 FAX

Patte Bowman  
Project Coordinator  
Educational Skills, Inc.  
16 Madison Avenue  
P.O. Box 338  
Skowhegan, ME 04796  
(207) 474-8599

### Maryland

Eric L. Byrd  
Maryland Dept. of Education  
Adult Education & Literacy  
Services -- Division of Career  
Technical & Adult Learning  
3rd Floor  
200 West Baltimore Street  
Baltimore, MD 21201  
(410) 333-2219  
(410) 333-2099 FAX

### Massachusetts

Dan Vest, AEH Coordinator  
Massachusetts Department  
of Education  
Adult and Community  
Learning Services  
350 Main Street, 4th Floor  
Malden, MA 02148-5023  
(617) 388-3300 x 365  
(617) 770-7605 FAX

### Mississippi

Danny Seal  
State Board for Community and  
Junior Colleges  
Adult Homeless Education  
3825 Ridgewood Road  
Jackson, MS 39211  
(601) 982-6363 or 987-3544  
(601) 982-6365 FAX

### Nebraska

Vicki Bauer  
Nebraska Dept. of Education  
Adult and Community Education  
301 Centennial Mall South  
P.O. Box 94987  
Lincoln, NE 68509-4987  
(402) 471-4806  
(402) 471-0117 FAX

### New York

Glenn Schechtman  
NY State Education Department  
Office of Workforce Preparation  
and Continuing Education  
306 West Wing, Education Bldg.  
Albany, NY 12234  
(518) 474-8940  
(518) 474-2801 FAX

### Nevada

Phyllis L. Rich  
Nevada Dept. of Education  
Adult and Continuing Education  
400 West King Street  
Capitol Complex  
Carson City, NV 89710  
(702) 687-3134  
(702) 687-5660 FAX

### North Carolina

Bobby L. Anderson  
NC Dept. of Community Colleges  
Caswell Building  
200 West Jones Street  
Raleigh, NC 27603-1337  
(919) 733-7051 ext. 332  
(919) 733-0680 FAX

### Ohio

David A. Smith  
Ohio Department of Education  
Division of Educational  
Services  
65 South Front Street, Room 811  
Columbus, OH 43266-0308  
(614) 466-5015  
(614) 752-3956 FAX

### Pennsylvania

Ella Morin  
PA Department of Education  
Bureau of Adult Basic and  
Literacy Education  
333 Market Street, 12th Floor  
Harrisburg, PA 17126-0333  
(717) 787-5532  
(717) 787-5420 FAX

### Rhode Island

Robert Mason  
RI Dept. of Elementary and  
Secondary Education  
Division of Vocational and  
Adult Education  
22 Hayes Street, Room 222  
Providence, RI 02908  
(401) 277-2681  
(401) 277-2537 FAX

### Texas

Effie Taylor-Franklin  
Texas Education Agency  
Adult and Community Education  
1701 North Congress Avenue  
Austin, TX 78701-1494  
(512) 463-9294  
(512) 475-3575 FAX

### Utah

Brent Gubler or Shauna South  
Utah State Office of Education  
Adult Education Services Unit  
250 East 500 South  
Salt Lake City, UT 84111  
(801) 538-7844 (Gubler)  
(801) 538-7849 (South)  
(801) 538-7868 FAX

### Vermont

Kay Charron  
Vermont Dept. of Education  
Adult Education  
120 State Street  
Montpelier, VT 05620-2501  
(802) 828-3131  
(802) 828-3140 FAX

### Washington

Michael Tate  
State Board for Community and  
Technical Colleges  
Office of Adult Literacy  
P.O. Box 42495  
Olympia, WA 98504-2495  
(206) 664-9404  
(206) 664-8808 FAX

### West Virginia

Louise Miller  
WV Dept. of Education  
RESA IV  
404 Old Main Drive  
Summersville, WV 26651  
(304) 872-6440  
(304) 872-6442 FAX

### Wyoming

Dr. Paul Soumokil  
School Improvement Unit  
Wyoming Dept. of Education  
Hathaway Building, 2nd Floor  
2300 Capitol Avenue  
Cheyenne, WY 82002  
(307) 777-7168  
(307) 777-6234 FAX

### Wisconsin

Tom Grinde  
WI Technical College System  
Board -- Division of Academic  
and Program Improvement  
310 Price Place  
P.O. Box 7874  
Madison, WI 53707  
(608) 266-0790  
(608) 266-1690 FAX

For States without AEH coordinators listed, information on efforts to serve homeless adults may be available through individual State offices of Adult Education.

Additional resource materials not listed in this guide, including other materials developed through Section 353-funded projects, may be available through individual State Literacy Resource Centers (SLRCs). The purpose of the SLRC Program, which funds all 50 States, the District of Columbia and Puerto Rico, is to establish a network of centers that will stimulate the coordination of literacy services, enhance the capacity of State and local organizations to provide literacy services, and serve as a reciprocal link between the National Institute for Literacy and service providers. This will facilitate wider sharing of information data, research and expertise, and literacy resources. Each State is tailoring its resource center location, design and operations to meet its own specific needs. Among the grant recipients, the option of forming Regional SLRCs has been chosen in three cases, including:

- the New England States, comprising Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont,
- Minnesota and South Dakota, and
- Alaska, Idaho, and Washington State.

**\*\*\*Both a directory of State Directors of Adult Education, and a directory of State Literacy Resource Centers, including Regional SLRCs, center location and contact information, are available through the DAEL Clearinghouse.\*\*\***



## ORGANIZATIONAL GUIDE TO LISTED MATERIALS

### --- CURRICULUM

Designates systematic strategies for delivery of instruction, or modules/materials focused on specific topics.

B: Basic Skills

J: Job or Job Search Skills

L: Life Management or Affective Skills

P: Parenting Skills

O: Other Skills

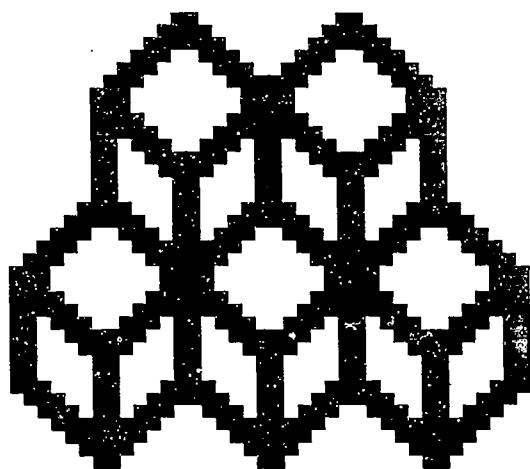
### --- INFORMATION

Includes descriptive/educational materials about adults experiencing homelessness and the programs that serve them, as well as learner outreach materials and research materials. This section also includes examples of specific projects' solutions to a learner need, as in a cartoon-form outreach/fact sheet targeting low-level readers.

### --- TOOLS

Designates tools useful for instruction and program management, including learner assessment, program evaluation, data collection and learner tracking.

# **Materials for Serving Homeless Adult Learners**



**Curriculum**

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

INSTRUCTIONAL/  
CONTENT AREA

: Basic and Life Management Skills

Basic and Life Management Skills  
targeted to Native Americans

Professional Development for Instructors

TYPE OF PRODUCT

: Curriculum Modules  
Instructional Manual/Lesson Plans

PRODUCT DESCRIPTION:

1. Four Winds - Walk in Balance with Mother Earth  
Curriculum Guide. Targeting Native American Adult Learners,  
the guide includes sample lesson plans, and will be available  
July 1994.

2. Arizona Adult Education Manual. This publication includes  
sections targeting instructors of homeless adult clients.  
Practical service guidelines, lesson plans, counseling  
strategies, instructional modules, life skills modules,  
current research, promising methods and a bibliography are  
provided. The materials specific to homeless adult learners  
appear in the "Special Populations and "Tools of the Trade"  
sections of the manual.

Available September 1994.

Materials are available free of charge.

DEVELOPED BY AND AVAILABLE FROM:

Arizona Department of Education  
Division of Adult Education Services  
Bin 26  
1535 West Jefferson Avenue  
Phoenix, Arizona 85007

Contact: Maureen Ambrose (602) 542-5280

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

INSTRUCTIONAL/  
CONTENT AREA : Life Management Skills

TYPE OF PRODUCT : Curriculum Modules

PRODUCT DESCRIPTION:

The Downtown Neighborhood Learning Center  
Life Skills Curriculum

The Downtown Neighborhood Learning Center Life Skills Curriculum is an objective-based modular curriculum which has been developed with input from numerous providers of services to homeless adults. The Curriculum package will be available for statewide distribution July of 1994, with an option for technical assistance to organizations using the DNLC modules. The package is designed to move learners from crisis to stabilization and encourage long-term goals for life planning. There is no cost for the product.

DEVELOPED BY:

Staff of the Downtown Neighborhood Learning Center

Contact: Marcia Newman  
Executive Director, DNLC (602) 256-0784

AVAILABLE FROM:

Arizona Department of Education  
Division of Adult Education Services  
Bin 26  
1535 West Jefferson Avenue  
Phoenix, Arizona 85007

Contact: Maureen Ambrose (602) 542-5280



Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

INSTRUCTIONAL AREA: Life Management Skills

TYPE OF PRODUCT : Curriculum Modules

PRODUCT DESCRIPTION: The Life Skills '93 Manual

The manual, which may be obtained at no cost, has five different modules:

- o Decision-making
- o Parenting and Health
- o Employment
- o Budgeting
- o Housing

There is no cost for the product.

DEVELOPED BY:

Religious Community Services, Inc.  
The Stepping Stone  
158 Ridge Road, NW  
Largo, Florida 34640

Contact: Diann Kurtz (813) 581-7882

AVAILABLE FROM:

Florida Department of Education  
Bureau of Adult and Community Education  
FEC Building, 12th Floor, Suite 1244  
Tallahassee, Florida 32399

Contact: Richard Lockenbach (904) 487-4093

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

INSTRUCTIONAL AREA: Employability Skills  
Life Management Skills  
  
Creative/expressive arts

TYPE OF PRODUCT : Curriculum modules

PRODUCT DESCRIPTION:

Focus

Developed by Florida Community College at Jacksonville, the "Focus" curriculum modules include **employability skills and life skills relating to finding permanent housing, meeting medical/dental needs and understanding banks or credit unions**, as well as projects in the **creative and expressive arts**. The appendix includes a map, and information on the Job Training Partnership Act, McKinney Homeless Veteran's Services, Vocational Rehabilitation, food stamps, subsidized housing, etc.

There is no cost for the materials.

DEVELOPED BY AND AVAILABLE FROM:

Florida Community College  
at Jacksonville -- Adult Studies  
940 Main Street Building, 2nd Floor  
Jacksonville, Florida 32202

Contact: Kathy Brown (904) 633-8115

Adult Education for the Homeless Program  
MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

INSTRUCTIONAL AREA: Life Management Skills

TYPE OF PRODUCT : Curriculum Modules

PRODUCT DESCRIPTION:

Increasing Self-Esteem

Module I of "Increasing Self-Esteem" was developed by Palm Beach County Adult, Vocational and Community Education. Available at no cost, the module provides exercises for the following areas: self-esteem, effective communications, stress management, self-awareness, goal-setting, decision-making, problem-solving, peer relations, personal responsibility, career development and teamwork.

There is no cost for the product.

DEVELOPED BY:

Project Home Team  
Palm Beach County Schools  
Adult, Vocational and Community Education  
3312 Forest Hill Boulevard  
West Palm Beach, Florida 33406

Contact: Richard Russo (407) 434-8718

AVAILABLE FROM:

Florida Department of Education  
Bureau of Adult and Community Education  
FEC Building, 12th Floor, Suite 1244  
Tallahassee, Florida 32399

Contact: Richard Lockenbach (904) 487-4093

Adult Education for the Homeless Program  
MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

INSTRUCTIONAL AREA: Life Management Skills

TYPE OF PRODUCT : Curriculum Modules, Sample Lessons  
Instructional Manual  
Informational Materials

PRODUCT DESCRIPTION:

The Broward Backpack Instructional Guide

The guide provides an overview of the Broward AEH project, facts on homelessness, classroom instructions, and life skills curricula including the "Lifeskills for the Homeless" module developed by North Carolina's Wake Technical College, and the Florida Home Economics "Life Management Skills for the Adult Learner," with modules on **personal management, decision-making** and **consumer/money management**.

There is no cost for the product.

DEVELOPED BY AND AVAILABLE FROM:

Broward School District  
Kathleen Wright Administrative Unit  
600 SE 3rd Avenue  
Ft. Lauderdale, Florida 33301

Contact: Mary Ann Hartwell (305) 765-6652



## Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS**INSTRUCTIONAL/  
CONTENT AREA**

: Life Management Skills  
Job/Job Readiness Skills

**TYPE OF PRODUCT** : Instructional Manual

**PRODUCT DESCRIPTION:** The Starting Over Program

This 200-page curriculum/manual provides a self-explanatory, motivational/directional program supportive of positive personal empowerment and a self-sufficient lifestyle for homeless adult learners. Each of the 16 1-day modules (which can stand alone or be used as a complete program) includes instructor notes and guidelines, exercises, discussion topics, and goals, as well as some classroom materials. Modules focus on self-assessment, developing responsibility and a positive self-image, understanding different behavior styles and learning styles, managing time, conflict and stress, communication skills; modules tie these concepts into daily life, interaction with others, and the workplace.

The Starting Over Program includes materials developed by the South Bend project, supplemented by previously available materials. Copyright releases are being obtained for some materials adopted to supplement the modules; these will be included in the package once their use in the Starting Over Program been approved. Other pertinent commercial materials must be purchased. The manual includes a directory of these commercial materials and information on obtaining them. Available Winter 1994. **There is no cost for the product.**

**DEVELOPED BY:** Marsha Griffiee and Kathleen MacNaughton  
South Bend Community School Corporation  
Adult Education  
635 South Main Street  
South Bend, Indiana 46601

**Contact:** Marsha Griffiee (219) 282-4137

**AVAILABLE FROM:** The DAEL Clearinghouse  
400 Maryland Avenue, SW  
Washington, DC 20202-7240  
Phone: (202) 205-9996  
FAX: (202) 205-8973

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

INSTRUCTIONAL/  
CONTENT AREA

: Life Management Skills  
Employability Skills

TYPE OF PRODUCT

: Written Curriculum, Instructional Manual  
Learner Aids

PRODUCT DESCRIPTION:

Career Development and  
Self Esteem Modules

Developed to target Impact clients, these curriculum modules and instructional guidelines have been used successfully with homeless adult learners. Sections focus on competency mastery, portfolio development, suggested lessons, readings, introductory activities, review ideas, practice activities, and a bibliography.

Available Fall 1994. Cost to be determined.

DEVELOPED BY:

The Portage IN PACE Enhancement Curriculum  
Development Committee  
Portage Adult Education  
5391 Central Avenue  
Portage, Indiana 46368

Contact: Linda Friedrich (219) 762-6113

AVAILABLE FROM:

Contact: Trent Scott (317) 232-0522

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

**INSTRUCTIONAL AREA:** Parenting Skills, Life Management Skills  
Basic Skills

**TYPE OF PRODUCT :** Curriculum Modules, Sample Lessons

**PRODUCT DESCRIPTION:**

These 25 sample lesson plans target homeless adult and adult basic education students. The modules are offered free of charge. The lessons emphasize learning and demonstrated mastery of tasks, integrating life skills, literacy and parenting skills. Topics include:

- o Literacy
- o Occupational Knowledge
- o Consumer Economics
- o Government and Law
- o Community Resources
- o Health and Safety
- o Parenting

There is no cost for these materials.

**DEVELOPED BY AND AVAILABLE FROM:**

Kansas State Board of Education  
120 SE 10th Street  
Topeka, Kansas 66612

Contact: Norma Cregan (913) 296-4906

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

**INSTRUCTIONAL/  
CONTENT AREA**

: Life management skills for low level readers

**TYPE OF PRODUCT**

: Health care issues and materials around which an individualized curriculum can be built

**PRODUCT DESCRIPTION:**

These materials were produced by a variety of health agencies and adult educators in an effort to provide information needed by new readers in an inexpensive and easy to utilize format. Topics include; Mental Illness, Smoking, Discipline, Dental Issues, AIDS, Head Lice, Sexual Harassment, and a variety of other topics useful for homeless learners. The brochures have been an invaluable tool in developing life skills and other reality-based curricula. Each brochure can be ordered separately or a complete set of reproducible masters can be ordered, (over forty topics), for under \$25.00.

**DEVELOPED BY AND AVAILABLE FROM:**

The Maine Statewide Adult Health Education Consortium, The University of New England, The Bingham Program, Maine Adult Educators and participants from various health agencies.

**Contact: Sue Plimpton, M.P.H.; Assistant Director**  
AHEC Program  
University of New England  
Hills Beach Road  
Biddeford, Maine 04005  
(207) 283-0171

For more information on how these materials have been utilized in homeless programs and the participation of homeless students in field testing, contact:

**Kathleen Ryan M.A., Coordinator,**  
Augusta Homeless Literacy Project  
63 River Street  
Augusta, Maine 04330



Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

CONTENT AREA : Basic Skills -- Math

TYPE OF PRODUCT : Curriculum Modules, Lesson Plans

PRODUCT DESCRIPTION:

The Math Survival Skills Curriculum is designed to provide a unique learning tool for the development of math, reasoning and problem solving skills. The curriculum consists of five modules, including:

- o Working for Pay
- o Saving and Borrowing
- o Budgeting
- o Smart Shopping
- o Following Directions

Each module contains a pretest, exercises and a post test.

The curriculum is designed for use in homeless shelters, but can be used for all populations. **There is no cost for the product.**

DEVELOPED BY AND AVAILABLE FROM:

Mississippi Adult Homeless  
Education Program  
3825 Ridgewood Road  
Jackson, Mississippi 39211

Contact: Danny Seal (601) 982-6363

Adult Education for the Homeless Program  
MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

CONTENT AREA : Job Search Skills

TYPE OF PRODUCT : Curriculum Modules, Lesson Plans

PRODUCT DESCRIPTION:

The Job Search Plan contains 16 modules designed to help provide job seekers with the information necessary for a successful job search. The Plan is designed to help clients:

- o Develop a job search plan, which will require a self-assessment as the first step.
- o Understand and recognize barriers to employment.
- o Improve their ability to complete job applications.
- o Prepare for job interviews and conduct appropriate follow-up.

This curriculum was not designed for use with any specific group, and is appropriate for all populations. There is no cost for the product.

DEVELOPED BY AND AVAILABLE FROM:

Mississippi Adult Homeless  
Education Program  
3825 Ridgewood Road  
Jackson, Mississippi 39211

Contact: Danny Seal (601) 982-6363

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

CONTENT AREA : Personal/Interpersonal Skills,  
Life Management Skills  
Employability Skills

TYPE OF PRODUCT : Curriculum Modules, Lesson Plans

PRODUCT DESCRIPTION:

This Curriculum Guide was developed to meet the unique requirements for educating homeless adults. The curriculum contains 17 modules divided into three categories.

- o Six lessons focus on development of self-worth, self-awareness, communication and interpersonal skills.
- o Eight lessons concentrate on coping skills, including physical and mental well-being and other life skills such as goal setting, budgeting and decision making in finding appropriate housing.
- o Three lessons on employability and job readiness, which are critical in achieving the goal of overcoming homelessness and obtaining self-sufficiency.

This curriculum is designed for use in homeless shelters, but can be used for all populations. There is no cost for the product.

DEVELOPED BY AND AVAILABLE FROM:

Mississippi Adult Homeless  
Education Program  
3825 Ridgewood Road  
Jackson, Mississippi 39211

Contact: Danny Seal (601) 982-6363

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

CONTENT AREA : Employability Skills  
Life Management Skills

TYPE OF PRODUCT : Curriculum Guide

PRODUCT DESCRIPTION: Pre-Employment Self-Analysis Workshop  
Curriculum Guide

This workshop features a learner self-analysis of factors for successful job-seeking and improved self-awareness, including personality type, expectations, purpose in life, work-related preferences, values, interests and skills. After the self-analysis, the learner completes a Goal Planning Worksheet which addresses Career, Financial, Spiritual, Physical, Mental, and Family and Social goals. The Goal Planning sheet helps learners define goals, assess benefits of achieving them, set priorities, anticipate possible obstacles and solutions, set specific action steps for goal achievement, and includes affirmations to support the goal.

Through this process, the learner determines his or her top three career interest categories. These items are the beginning of a job-search plan, provide reference points for evaluation of progress, and can be updated to reflect new experiences and information.

There is no cost for the product.

DEVELOPED BY AND AVAILABLE FROM:

Mississippi Adult Homeless  
Education Program  
3825 Ridgewood Road  
Jackson, Mississippi 39211

Contact: Danny Seal (601) 982-6363



Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

**INSTRUCTIONAL/  
CONTENT AREA**

: Basic Skills  
Employability Skills  
Job-Issue Awareness

**TYPE OF PRODUCT** : Sample Job Application, Learner Aid

**PRODUCT DESCRIPTION:**

The sample job application serves as a practice job search tool and also as a discussion tool. The format is designed to anticipate difficult questions, and requests information relating to citizenship, criminal record, prior workers' compensation claims, transportation, mental health record, disabilities and required accommodations, ethnicity, etc., some of which might be used in a discriminatory manner.

**DEVELOPED BY AND AVAILABLE FROM:**

Missouri AEHP Counseling staff

Kansas City Adult Education  
for the Homeless Project  
Gillham Plaza  
301 East Armour Boulevard, Suite 200  
Kansas City, Missouri 64111

**Contact:** Regina Howard (816) 871-6270 or 6271

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

CONTENT AREA : Parenting Skills, Life Management Skills

TYPE OF PRODUCT : Curriculum Outline and Modules

PRODUCT DESCRIPTION: The XCHAP Parenting Skills Curriculum is designed to provide homeless parents with the skills needed for effective parenting and family/life management. The curriculum is divided into four main modules, with various subsets, as follows:

I. Parenting Preparation

- A. Identify Challenges/Resources
- B. Healthcare/Community Resources
- C. Housing Information
- D. Educational Resources

II. Parenting in Infancy through Preschool

- A. Nurturing
- B. Sharing Values/Goals; Providing Guidance/Discipline
- C. Educational Environment
- D. Healthcare Resources

III. Parenting in Elementary through Pre-Teen Years

- A. Sharing Values/Goals; Providing Guidance/Discipline
- B. Providing Physical/Training in Self Help
- C. Educational Environment
- D. Social Development/Recreation
- E. Exploring the World of Work

IV. Parenting in Teen through Young Adult Years

- A. Sharing Values/Goals; Encouraging Growth/Clarifying Limits
- B. Encouraging Preparation for Self-Support/Independent Living
- C. Enhancing Positive Peer Results
- D. Managing Negative Peer Results
- E. Developing Adult-to-Adult Interactions
- F. Preparation for the Empty Nest/Grandparenting

DEVELOPED BY/AVAILABLE FROM: Missouri AEHP Counseling staff

Kansas City Adult Education for the Homeless Project  
Gillham Plaza 301 East Armour Boulevard, Suite 200  
Kansas City, Missouri 64111

Contact: Regina Howard (816) 871-6270 or 6271

## Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERSINSTRUCTIONAL/  
CONTENT AREA

: Basic Skills  
Life Management Skills  
Job Search Skills, Parenting Skills  
  
Professional Development for Instructors

TYPE OF PRODUCT : Instructional Manual/Lesson Plans  
Program Design Guide

PRODUCT DESCRIPTION: Education for Homeless Adults:  
Strategies for Implementation

This program and instructional guide offers strategies for the design and development of educational programs for adults who are homeless, as well as twenty-four sample lessons with supporting handouts. Program development strategies focus on what teachers need (i.e., support, staff preparation and development, motivation, overcoming obstacles, student outcomes, and classroom preparation), as well as student recruitment and retention, and evaluating program outcomes. Lessons are clustered around the goals of **self-esteem building, developing interpersonal skills, taking responsibility, using resources, health and child care, organization and planning, and finding a job.** (100 pages) December 1993. There is no cost for the publication.

DEVELOPED BY AND AVAILABLE FROM\*:  
(\* for requests inside New York State)

New York State Education Department  
Office of Workforce Preparation and Continuing Education  
306 West Wing, Education Building  
Albany, New York 12234

Contact: Glenn Schechtman (518) 474-8940

OUTSIDE NEW YORK STATE, AVAILABLE FROM:

The Division of Adult Education  
and Literacy Clearinghouse  
400 Maryland Avenue, SW  
Washington, DC 20202-7240  
Phone: (202) 205-9996 FAX: (202) 205-8973

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

CONTENT AREA : Basic Skills and Life Management Skills

TYPE OF PRODUCT : Curriculum Modules

PRODUCT DESCRIPTION: The Twelve Steps Curriculum

This curriculum is designed to be used in conjunction with the Alcoholics Anonymous book and the Twelve Steps and Twelve Traditions book. The curriculum is divided into twelve modules, one module for each of the twelve steps of the Alcoholics Anonymous program. Each module is divided into three lessons, and begins with a list of Adult Basic Education objectives that will be covered in the module. The first lesson is assigned reading from the Twelve Steps and Twelve Traditions book; it is followed by a list of vocabulary words taken from the assigned reading. Next are a variety of reinforcement exercises such as fill-in-the-blanks and/or multiple choice questions. The second lesson is a reading assignment from the Alcoholics Anonymous book and a variety of grammar exercises. The third lesson contains a "fun" exercise (i.e. crossword puzzle) and a module review.

Literacy Education and Basic Skills, Adult Education for the Homeless Project, 1991. Cost to be determined.

DEVELOPED BY AND AVAILABLE FROM:

Adult Basic Education  
Fayetteville Technical Community College  
Post Office Box 35236  
Fayetteville, North Carolina 28303-0236

Contact: Keith Clayton (910) 678-8498

## Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

**CONTENT AREA** : Basic Skills and Life Management Skills

**TYPE OF PRODUCT** : Curriculum Modules

**PRODUCT DESCRIPTION:** Life Skills for the Homeless Curriculum

The objective of this curriculum is to enable homeless adults to be more self-reliant and informed in terms of basic survival literacy, through lessons which combine life skills and literacy skills. The curriculum is arranged into workshop modules which can be presented independently or in combination. The modules, each approximately two hours of teaching and participation time, may also be used in conjunction with other reading programs. Topics have been selected on the basis of first-hand teaching experience in area shelters. Modules include:

- |                                    |                        |
|------------------------------------|------------------------|
| o Making Decisions/Being Assertive | o Getting Organized    |
| o Finding a Job (I)                | o Finding a Job (II)   |
| o Getting a Place to Live          | o Budgeting            |
| o Being a Wise Consumer            | o Understanding Health |
| o Finding/Using Local Resources    | o Care Issues          |
| o Helping Your School-Aged Child   | o Getting Child Care   |
| o Parenting                        |                        |

All modules include opportunities to enhance self-esteem and to apply new skills. After completing a module, participants will receive certificates, and will have devised a personal plan of action. Materials include module descriptions and objectives, lesson sheets and exercises, instructor's guides for lessons, vocabulary lists for all modules, certificates, pretests, follow-up and needs evaluation sheets, and a bibliography of additional materials. 1990. (228 pages)  
**There is no cost for the product.**

**DEVELOPED BY:** Janice Stuart, Curriculum Developer/Instructor  
Wake Technical Community College  
Homeless Literacy Project

**Contact:** Dr. Joye Norris (910) 772-7500

**AVAILABLE FROM:** The DAEL Clearinghouse  
400 Maryland Avenue, SW  
Washington, DC 20202-7240  
Phone: (202) 205-9996 FAX: (202) 205-8973

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

INSTRUCTIONAL AREA : Basic Skills, Life Management Skills

TYPE OF PRODUCT : Curriculum Modules, Instructional Manual

PRODUCT DESCRIPTION: The Shelter and Beyond: Homeless Adults  
Sharing Stories of Hope and Courage  
A Guide to Teaching in Homeless Shelters

The guide is designed to accompany the workbook for homeless adults in basic education classes. It offers practical information and strategies to teachers planning or conducting classes education classes for the homeless.

The Shelter and Beyond: Homeless Adults  
Sharing Stories of Hope and Courage  
A Basic Skills Manual for Adult Learners

The activities in this manual include exercises, writings, plays, readings and poems, organized into the following five chapters:

- |             |                                 |
|-------------|---------------------------------|
| o Survivors | o Living in a Shelter           |
| o Children  | o Issues Which Effect Our Lives |
| o Moving On | o Leaving the Shelter           |

These materials were produced as a Section 353 - Special Demonstration/Teacher Training Project.

DEVELOPED BY:

Lutheran Settlement House  
1340 Frankford Avenue  
Philadelphia, Pennsylvania 19125  
(215) 426-8610

AVAILABLE FROM:

This publication is available through the ERIC Clearinghouse. For ERIC information, see page 2 of this Guide. Costs for documents disseminated by ERIC vary.

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

**INSTRUCTIONAL AREA:** Life Management Skills

**TYPE OF PRODUCT :** Instructional Manual/Lesson Plans

**PRODUCT DESCRIPTION:** Conflict Resolution Skills Manual  
Instructor's Guide, Learner's Handbook

The instruction outlined in this manual presents conflict resolution in the context of education, approaching the resolution of conflict as a process of learning and growth. It also applies theory and techniques to everyday situations selected by students. Students learn to establish a clearer connection between what they read about and what they have to face in their daily lives. The Skills Manual is organized into three parts: **Arguing, Conflict Resolution, and Group Conflict Resolution**. Activities and handouts are included. These materials were produced as a Section 353 - Special Demonstration/Teacher Training Project, 1993.

**DEVELOPED BY:**

The Center for Literacy  
636 South 48th Street  
Philadelphia, Pennsylvania 19143  
(215) 474-1235

**AVAILABLE FROM:**

This publication is currently being processed for availability through the ERIC Clearinghouse, and should be catalogued for order by Fall 1994. For ERIC information, see page 2 of this Guide. **Costs for documents disseminated by ERIC vary.**



Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

**INSTRUCTIONAL AREA :** Life Management Skills,  
Parenting Skills, Job Skills

**TYPE OF PRODUCT :** Topical booklets

**PRODUCT DESCRIPTION:** Changes: Coping Skills for Adults

The five booklets in the "Second Wind" series, produced as a Section 353 - Special Demonstration project, aim at enhancing adult students' coping skills. Evolved from the "Coping with Crisis for Adult Learners" project, each one is approximately 20-30 pages. The booklets combine information, practical tips for improved life/stress management and communication, and activities in which readers can apply the information, as well as use reading, writing and problem-solving skills. Topics:

- o Out of Work (includes temporary support sources, money management tips, job market/job search information, and job maintenance tips)
- o Staying Healthy (includes pregnancy, infant/child/teen health, adult health, medical care information, and AIDS)
- o Love, Marriage and Divorce (includes goal-setting for healthy relationships, self-knowledge/esteem, compromise and communication, abusive relationships, counseling, and divorce)
- o What's a Parent To Do? (includes parenthood planning, parenting, education, communication and discipline)
- o Dealing With Death (includes dealing with grief/healing, health care issues, financial issues, and planning issues (funerals, wills, rights))

**DEVELOPED BY:** Jane Grogan and Tana Reiff  
New Educational Projects, Inc.  
P.O. Box 182  
Lancaster, Pennsylvania 17608-0182

**AVAILABLE FROM:** This publication is currently available through the ERIC Clearinghouse, listed as D0 353 401. For ERIC information, see page 2 of this Guide. **Costs for documents disseminated by ERIC vary.**

## Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

**INSTRUCTIONAL AREA :** Basic Skills, Life Management Skills

**TYPE OF PRODUCT :** Instructional Manual/  
Lesson Plans

**PRODUCT DESCRIPTION:** Exploring Culture Manual

The instructional program presented in the manual provides learners with the opportunity to explore their own and others' cultures using a broad definition of culture that focuses on customs, experiences, knowledge and traditions. An instructor can choose from 10 model cultural packets. Topics are:

- |   |  |
|---|--|
| o We Are West Philadelphians                              | o We Are Homeless                              |
| o We Are Grandmothers, Mothers,<br>Daughters, and Sisters | o We Are Black Women -<br>This is Our Struggle |
| o We Are in Recovery                                      | o We Are Dreamers                              |
| o We Are Math Learners                                    | o We Are Computer Users                        |
| o We Are Learners of English                              | o We Are Workers                               |

The activities, which include checklists, vocabulary lists, questions and anecdotes, are adaptable to any instructional program. This product was produced as a Section 353 - Special Demonstration/Teacher Training Project, 1993. (208 pages)

**DEVELOPED BY:** The Center for Literacy  
636 South 48th Street  
Philadelphia, Pennsylvania 19143  
(215) 474-1235

**AVAILABLE FROM:**

This publication is currently being processed for availability through the ERIC Clearinghouse, and should be catalogued for order by Fall 1994. For ERIC information, see page 2 of this Guide. **Costs for documents disseminated by ERIC vary.**

## Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

INSTRUCTIONAL AREA: Basic Skills  
Life Management Skills

TYPE OF PRODUCT : Curriculum Modules

PRODUCT DESCRIPTION: Personal Management: An Integrated Curriculum addresses a realm of skills, including enhancement of self-esteem, goal setting, decision making, creating motivation, and career development. Written by Patti McLaughlin, the curriculum has been developed for use in a variety of basic skills instructional settings, but especially for sites which emphasize pre-employment and work maturity skills. It has been used in JTPA-funded programs, JOBS, FIP, youth-at-risk, dislocated worker and correctional settings. The curriculum provides instructors with a variety of activities which increase decision making and problem making and problem solving skills for students in any kind of transition.

"Personal Management" addresses different learning and teaching styles by offering five paths to any one lesson, which is focused on a major theme or topic. Teachers may elect to use one way or all five ways depending on the program structure and the student needs. The major skills which run through this curriculum are reading, decision making, problem solving, and gaining cross-cultural awareness in workplace settings. "Personal Management" is an on-going process applicable to persons of any age, ethnicity, and economic background.

The price for the single volume is \$10.00, including postage and handling. Ordering information is available from ABLE (Adult Basic and Literacy Educators) Network of Washington State.

## DEVELOPED BY:

Patti McLaughlin

## AVAILABLE FROM:

Resource Library  
ABLE Network  
1701 Broadway  
Seattle, WA 98112  
(206) 344-4488 or (800) 238-1234  
FAX: (206) 344-4377

## Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

**INSTRUCTIONAL AREA:** Affective Skills

**TYPE OF PRODUCT :** Curriculum Modules

**PRODUCT DESCRIPTION:** An Affective Skills Curriculum

This innovative, process-based, interactive curriculum, developed and written by Patti McLaughlin, integrates interpersonal and basic skills. It can be adapted to any ABE or JTPA setting, but was specifically designed to address unmet needs of homeless, incarcerated and other at-risk learners. It is a valuable resource for instructors who believe that personal development is an integral part of basic skills instruction.

The four-volume set contains more than 100 activities in the area of interpersonal skills. Each activity is approached through four directions: reflective, interactive, problem posing, and content-based, allowing the learner to work on a variety of basic skills while concentrating on a particular theme or topic. Sample topic areas include **decision making, identity, family patterns, stress management, taking risks, and setting goals.** Working through these activities strengthens the student's skill in **self-esteem, group effectiveness, communication, learning to learn and personal management.**

The price for one complete set is \$30.00, which includes postage and handling. Ordering information is available from ABLE (Adult Basic and Literacy Educators) Network of Washington State. The volumes include:

- |                            |                           |
|----------------------------|---------------------------|
| o Enhancing Self-Awareness | o Recognizing Emotions    |
| o Realizing Goals          | o Interacting With Others |

**DEVELOPED BY:**

Patti McLaughlin

**AVAILABLE FROM:**

Resource Library  
ABLE Network  
1701 Broadway  
Seattle, WA 98112  
(206) 344-4488 or (800) 238-1234  
FAX: (206) 344-4377

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

INSTRUCTIONAL/  
CONTENT AREA

: Life Management Skills  
Job Search Skills

TYPE OF PRODUCT : Written Curriculum

PRODUCT DESCRIPTION:

Life Skills and Job Search Program  
Using the AMERITECH White and Yellow PagesPlus

The program is comprised of ten lessons using the '91-'92 AMERITECH White and '92-'93 Yellow PagesPlus telephone books. The modules are designed to be appropriate for adult basic education, intermediate ESL and level 2 general education instruction, and teach reading, language arts and critical thinking skills, as well as locating information. There is no cost for the product.

Available in hard copy or on WordPerfect 5.1 disk.

DEVELOPED BY:

Deborah Zinke, Instructor  
Hope House, Milwaukee

Diane Steigerwald, Instructor  
Milwaukee Spanish Center

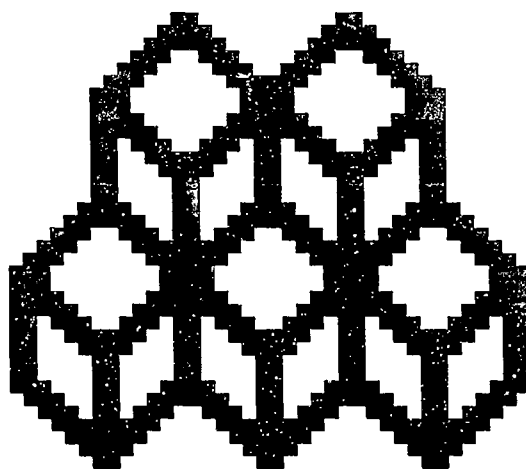
and: the Greater Milwaukee Literacy Coalition

AVAILABLE FROM:

Wisconsin Technical College System Board  
P.O. Box 7874  
310 Price Place  
Madison, Wisconsin 53707

Contact: Tom Grinde (608) 266-0790

# **Materials for Serving Homeless Adult Learners**



**Information**

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

**CONTENT AREA** : Sample Outreach Information  
targeting new parents

**TYPE OF PRODUCT** : Client Aids  
Promotional/Informational Materials

**PRODUCT DESCRIPTION:**

A colorful bag holds information materials from human service and educational agencies in Newport County. It also contains a laminated sheet listing agencies (primarily those working with new and young mothers, and parents of young children), their purpose, and contact information. The list includes day care facilities, library information, school schedules, volunteering information, WIC and health information. The kits have been distributed through hospitals, WIC programs, Human Services centers, clinics and medical practices, and educational programs such as Head Start.

The price for the package is \$7.50, including \$3.50 postage and handling.

**DEVELOPED BY AND AVAILABLE FROM:**

Literacy Volunteers of America/Newport County, Inc.  
Volunteers in Newport Education  
c/o Lenthal School  
Spring Street  
Newport, Rhode Island 02840

Contact: Roberta M. Emerson, Director (401) 849-7845



## INFORMATION

### Adult Education for the Homeless Program

#### MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

**CONTENT AREA** : Sample Outreach Information  
for Non-Readers

**TYPE OF PRODUCT** : Promotional/Informational Materials

**PRODUCT DESCRIPTION:**

Placemats designed for the non-reader, in cartoon form, provide basic information on programs in pre-GED, basic reading, ESL, life skills, art, etc., in low level. Aimed at soup kitchens, Newport County Breakfast Programs for the homeless, and low income clientele. The placemat format is black and white outline, and colored crayons provided at each table increase the likelihood that the information will go home with children or parents.

**Cost of product:** TBD

**DEVELOPED BY:**

Bert S. Emerson, Graphic Designer  
LVA of America/Newport County

**AVAILABLE FROM:**

Literacy Volunteers of America/Newport County, Inc.  
Volunteers in Newport Education  
c/o Lenthal School  
Spring Street  
Newport, Rhode Island 02840

**Contact:** Roberta M. Emerson, Director (401) 849-7845

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

**CONTENT AREA** : Profiles of 31 State's AEH Programs  
Individual Learner Stories for Each State

**TYPE OF PRODUCT** : Resource Booklet

**PRODUCT DESCRIPTION:** Teaching Adult Homeless Learners

This resource booklet describes the programs of 31 states funded by the Adult Education for the Homeless (AEH) Program funded under the Stewart B. McKinney Homeless Assistance Act. The booklet was initiated by the Adult Homeless Education Leadership Organization (AHELO), in conjunction with the AEH state coordinators, in an effort to provide information about AEH projects and services.

The booklet is not intended as an exhaustive compendium, but rather as a representative sample from each of the contributing states. Program services, sites, target populations, goals, and special features are described, and on the reverse of each state abstract is at least one individual client's story. Each state offers unique and creative ways for recruiting and instructing homeless adults; states collaborate with numerous, varied agencies to deliver this very important program. Contact information for each state's AEH coordinator is listed. August 1993

The publication is available free of charge.

**DEVELOPED BY:**

Adult Homeless Education Leadership Organization (AHELO)

**Contact:** Robert Crotzer, AEH Coordinator  
Maine Department of Education  
(207) 287-5854

**AVAILABLE FROM:**

The Division of Adult Education  
and Literacy Clearinghouse  
400 Maryland Avenue, SW  
Washington, DC 20202-7240  
Phone: (202) 205-9996 FAX: (202) 205-8973

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

CONTENT AREA : Writings by Homeless Adults

TYPE OF PRODUCT : Booklet of Collected Writings

PRODUCT DESCRIPTION: From Homelessness to Hope:  
Excerpts from the Lives of Clients

The candid, first-person stories contained in this publication are excerpts from the lives of participants in Project MEET, Maryland's Mentoring, Education, and Employability Training program for homeless adults. A principle objective of the project is to develop and test strategies for providing basic skills assessment and instruction along with advancing the notion of "life-long learning" and employability training among homeless adult populations. The men and women who contributed to this booklet represent a range of young and old, black, white, Indian and Hispanic, urban and rural MEET clients.

Reflecting the unique life experiences of each author, the accounts communicate the difficult emotions and obstacles faced by adults confronting the challenges of homelessness, single parenting, spousal abuse and substance abuse. The inspiring unifying theme, however, is the vision of hope, personal triumph and renewal also expressed by each writer. Each of the testimonies of personal transition attests to the fact that education and a belief in the value of knowledge and learning have helped to foster the author's transformation "from homelessness to hope." 1994.

The publication is available free of charge.

DEVELOPED BY AND AVAILABLE FROM:

Maryland Department of Education  
Adult Education and Literacy Services Branch  
200 West Baltimore Street  
Baltimore, Maryland 21201

Contact: Eric L. Byrd, Coordinator/Editor (410) 333-2000

INFORMATION

Adult Education for the Homeless Program  
MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

CONTENT AREA : Professional Development for Instructors  
and Counselors

TYPE OF PRODUCT : Research (Dissertation Excerpt)

PRODUCT DESCRIPTION:

The Development of In-Service Training for Teachers and  
Counselors Working with Adult Homeless Students

This excerpt from Dr. Dagmar Pelzer's dissertation suggests that the history of homelessness, drug and alcohol abuse, mental health, housing, and employability skills be the five sections for staff training. The dissertation gives an overview of each of these areas and makes other suggestions for training providers of instructional services to homeless adults.

This material is available free of charge.

DEVELOPED BY:

Dagmar Pelzer, Ed. D.  
Dade School District  
1450 NE 2nd Avenue, Room 835  
Miami, Florida 32132

Contact: Dr. Dagmar Pelzer (305) 995-1839

AVAILABLE FROM:

Florida Department of Education  
Bureau of Adult and Community Education  
FEC Building, 12th Floor, Suite 1244  
Tallahassee, Florida 32399

Contact: Richard Lockenbach (904) 487-4093

INFORMATION

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

CONTENT AREA : Sample Outreach and Information Materials

TYPE OF PRODUCT : Promotional/Informational Materials

PRODUCT DESCRIPTION:

1. Arizona's Response to the Needs of Homeless Adult Learners:  
The Dreamcatcher Project Brochure The Dreamcatcher project mission is to assure that homeless adults have access to quality education opportunities and support services which are responsive to their needs and to community which supports them, in order that they can acquire the knowledge and skills needed for more effective and active participation in society. The brochure details activities of the Arizona Department of Education Homeless Program funded projects, discusses causes of homelessness, and identifies the range of clients who are served. Local programs' services are described and program sites are identified. January 1994.

2. Video Documentary

This video tells the story of Adult Education in Arizona. Homeless adult learners will be featured at Dreamcatcher project sites. Exemplary adult education practices will be showcased. The video is adaptable for several audiences, and serves as a vehicle for public awareness and staff training. Available November 1994.

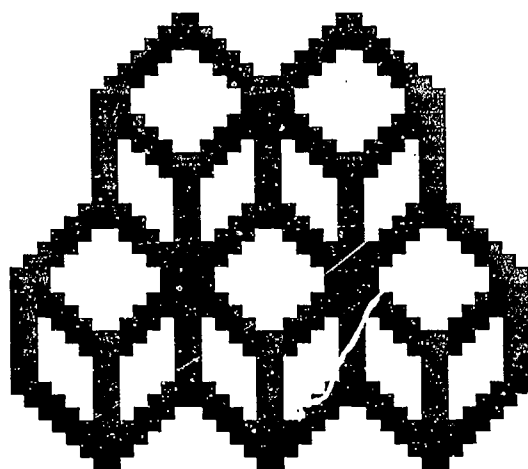
DEVELOPED BY: Arizona Department of Education and  
Mesa School District Media Services

AVAILABLE FROM:

Arizona Department of Education  
Division of Adult Education Services  
Bin 26  
1535 West Jefferson Avenue  
Phoenix, Arizona 85007

Contact: Maureen Ambrose (602) 542-5280

# **Materials for Serving Homeless Adult Learners**



**Tools**

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

**CONTENT AREA** : Alternative Assessment for Learners  
Professional Development for Instructors

**TYPE OF PRODUCT** : Jointly-used learner-instructor tool for  
assessment, skills inventory and goals  
contract

**PRODUCT DESCRIPTION:** Education Goals Assessment Package

The Education Goals Assessment Package (E-GAP) developed from a desire to involve learners actively in the development of their education plans, and to provide instructors with a simple check of an individual's ongoing progress. Beyond those initial interests the E-GAP also is an individualized education plan (IEP), a positive documentation of class work and evidence of accomplishment for the students themselves.

The E-GAP consists of four independent components, including:

- o a daily log
- o a list of 1-5 student-priority education goals
- o a life skills reading and math checklist
- o a contract signature page

At intake, or soon after, a student is introduced to the E-GAP. The process is very interactive and establishes a level of mutual trust and empowerment before the learner even decides to enter the intensive service phase.

There is no cost for the product.

**DEVELOPED BY:** Martha Germanowski, AEH Teacher/Coordinator  
Community Action, Inc.

**AVAILABLE FROM:**

Massachusetts Department of Education  
Adult and Community Learning Services  
350 Main Street  
Malden, Massachusetts 02148-5023

**Contact:** Dan Vest (617) 388-3300 x. 365  
Martha Germanowski (508) 373-1971



Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

CONTENT AREA : Learner Assessment  
Professional Development for Instructors

TYPE OF PRODUCT : Assessment Guidebook

PRODUCT DESCRIPTION:

Dimensions of Change: An Authentic Assessment Guidebook, by Melody Schneider and Mallory Clarke, is designed to aid in the creation of valid assessment systems in diverse adult basic education programs. The purpose of this text is three-fold: to create a replicable assessment development process for individual programs, to create assessment tools that show what students are learning, and to create change in learners', teachers' and administrators' attitudes about assessment.

The first chapter lays down a theoretical base for what the authors advocate as authentic assessment. The second chapter contains assessment stories which demonstrate the theories of Chapter I. The third chapter guides the reader through a process designed to facilitate the development of an assessment system for a specific program. In the fourth chapter, the process of one program in the development project is sketched. The book contains over 90 assessment tools printed as reproducible masters. Documents, worksheets, examples, resources and focus group questions are also included in this useful guidebook for instructors.

The price for the guide is \$18.00, which includes postage and handling. Ordering information is available from ABLE (Adult Basic and Literacy Educators) Network of Washington State.

DEVELOPED BY:

Melody Schneider and  
Mallory Clarke

AVAILABLE FROM:

ABLE Network  
Resource Library/ABLE Network  
1701 Broadway  
Seattle, WA 98112  
(206) 344-4488 or (800) 238-1234  
FAX: (206) 344-4377

## TOOLS -- COMPUTERIZED DATA SYSTEM

### Adult Education for the Homeless Program

#### MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

CONTENT AREA : Learner Records

TYPE OF PRODUCT : Computerized Student Tracking System

#### PRODUCT DESCRIPTION:

The Homeless Data Collection System is designed to collect the data needed for end-of-year reporting purposes as well as provide a means of tracking individuals who may move from program to program. In this way, student records and other information may be provided to coordinate the educational progress of this mobile population. Reporting of demographic, attendance, progress and withdrawal information may also be compiled into reports for each site or city as well as statewide summary information. This database has been designed to meet the reporting requirements of the Adult Education for the Homeless Program funded under the Stewart B. McKinney Act. Modifications to data files can easily be made during the course of the year as needed. In particular, local needs for reports will be addressed either by prompt reporting back from the statewide database or provision for locally generated reports. April 1993

The system, developed using dBase IV on IBM compatibles, is currently being piloted to provide information for future revisions. Information on the system's specific data fields, as well as program installation, operation, cost, dBASE IV menu options, records and organization are available from the contact listed below.

#### DEVELOPED BY AND AVAILABLE FROM:

Missouri Department of Elementary  
and Secondary Education, in cooperation with  
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TOOLS -- EVALUATION

Adult Education for the Homeless Program

MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

CONTENT AREA : Program Development and Evaluation  
Professional Development

TYPE OF PRODUCT : Peer Evaluation Model

PRODUCT DESCRIPTION: The Peer Evaluation Model

The model is designed so that teachers and administrators have ownership in the evaluation of programs. The peer evaluation system is flexible, so that it can be tailored to the needs of the program. It includes:

- o Development of the evaluation instrument
- o Training of peer evaluators
- o Self evaluation
- o Site visits
- o Peer team report
- o Exit interview
- o Preliminary report
- o Final report
- o Action plan

DEVELOPED BY AVAILABLE FROM:

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## TOOLS -- EVALUATION

### Adult Education for the Homeless Program

#### MATERIALS FOR SERVING HOMELESS ADULT LEARNERS

CONTENT AREA : Program Development and Evaluation  
Professional Development

TYPE OF PRODUCT : Program Design Guide  
Evaluation Guide

PRODUCT DESCRIPTION: The Peer Evaluation Program Package

The Peer Evaluation (PEP) system designed by the State of Massachusetts results in a written report prepared by a team of ABE/AEH field practitioners; the report is based upon a thorough self-evaluation by the program staff and a two-day on-site evaluation by the peer review team. The PEP package includes four distinct categories:

- o Program Self-Evaluation
- o Exit Interview/  
summary of findings
- o Peer Team site visit/review
- o Action Plan development  
and implementation

The areas evaluated during this process include:

- o Adult learner-focused processes
- o Curricula and learning materials
- o Program administrators, instructors, counselors

Staff and students are interviewed, and classes and activities are observed. The summary report identifies:

- o major successes of the program
- o exceptional practices for replication
- o areas for program enhancement
- o areas requiring technical assistance with program  
and/or staff development

There is no cost for the product.

#### DEVELOPED BY AND AVAILABLE FROM:

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